



**Threat to School Safety: Hold and Secure
AP 400.32**

Procedure for:	All school staff	Adopted:	July 4, 2012
Submitted by:	Trish Kings, Superintendent of Education	Revised:	July 4, 2012
Category:	Operations		

Purpose

The purpose of this administrative procedure is to establish consistency across the Brant Haldimand Norfolk Catholic District School Board regarding school response to emergency situations specifically, hold and secure.

Responsibilities

All school staff shall follow this administrative procedure adhering to specific directions for principals, teachers and support staff.

Principal

The school principal is responsible for the overall safety of staff and students and for ensuring that all staff and students are aware of the procedures involved in a "Hold and Secure" response.

Staff

School staff members are responsible for the safety and well-being of students and will understand and efficiently implement all parts of the "Hold and Secure" procedures.

Students

Students have a responsibility to be familiar with the "Hold and Secure" procedures and to respond quickly to the staff during a crisis situation.

Police

Police are responsible for supporting the schools in terms of the safety of students and staff.

Parents/Guardians

Parents and guardians are responsible for reinforcing their children's responsibility to follow directions during a crisis situation at school.

Information

1. A "hold and secure" response is initiated when the threat is proximate to, but not inside the building. It poses no immediate danger to students or staff unless they leave the building.
2. In most instances, the school will be contacted by the local police service or other agencies having jurisdiction over the incident requiring a "hold and secure".

Procedures

When the principal determines that a "Hold and Secure" response is necessary based on information from police or other agencies, the following procedures will be put in place to ensure the safety of staff and students.



1. INITIATING "HOLD AND SECURE"

- 1.1 Initiate "Hold and Secure" response. Make the announcement stating:
 - "Our school is initiating a Hold and Secure response
 - Staff and students are to respond accordingly".
- 1.2 Inform all occupants, tenants and visitors (permit holders, daycare centres, etc.) that a Hold and Secure response has been initiated.
- 1.3 Ensure that both a telephone line and a cell phone connection are kept open for incoming communication from Police, Board personnel, etc.
- 1.4 Contact your Superintendent and the Brant Haldimand Norfolk Catholic District School Board's Manager of Communications and Community Relations.
- 1.5 Contact the Brant Haldimand Norfolk Catholic District School Board's Student Transportation Services at 519-751-7532 to advise of the Hold and Secure response
- 1.6 Prepare a message for the school answering system indicating that a Hold and Secure response is in effect at the school.

2. SECURING THE SCHOOL BUILDINGS

- 2.1 Persons outside school buildings and portables must proceed indoors promptly. Students and staff who are some distance from school buildings may assemble at the school's emergency evacuation location, pending further instruction.
- 2.2 Exterior doors should be locked and monitored by staff to permit entry of staff/students and to prohibit anyone from leaving.
- 2.3 Hold and Secure signs are posted on exterior doors.
- 2.4 Windows and window coverings should be closed.
- 2.5 Lights may be left on unless otherwise advised.

3. SECURING PERSONS

- 3.1 Students/staff should move as far as possible from doors and windows.
- 3.2 Attendance should be taken in each room (including all classrooms, cafeterias, gyms, hallway, libraries, offices, etc.) noting those who are absent or unaccounted for. This information should be reported when requested.
- 3.3 Unless otherwise advised, most school activities can continue during a Hold and Secure response. There should not, however, be any movement outside school buildings and portables.
- 3.4 Adults should remain calm and reassure students that the situation is under control. Students should be aware that the Hold and Secure response may be in effect for an extensive period of time.



3.5 Cell phones and electronic devices should be turned off.

3.6 No calls for information should be made to the office. Updates will be provided.

4. LIFTING THE HOLD AND SECURE RESPONSE

4.1 When the principal receives information from Police or Emergency Services that the hold and Secure Response may be lifted (i.e., the danger has passed), these procedures should be followed:

4.1.1 Ring emergency bell.

4.1.2 Make a P.A. Announcement stating: The Hold and Secure response has been lifted.

4.1.3 Unlock doors/windows and resume normal routines.

4.1.4 Communicate specific instructions as required, e.g., revised bus schedules, dismissal procedures, etc.

Please note:

If the Principal has invoked the **Hold and Secure** response independent of Police or Emergency Services, it is the responsibility of the Principal to consult with the local Police to ensure that the danger has passed.

5. FOLLOW-UP

5.1 In consultation with the Manager of Communications & Community Relations,

- a. Update the school answering system message.
- b. Prepare a scripted response to be given to callers.
- c. Amend auto-attend message if needed.
- d. Prepare a letter for the school community to communicate the details of the incident and response.

5.2 Schedule a meeting with staff to debrief the incident and response.

5.3 Schedule a meeting with students to debrief the incident and response as needed.

6. HOLD AND SECURE RESPONSE SCHOOL BUS CONSIDERATIONS

6.1 Notify the Brant Haldimand Norfolk's Catholic District School Board's Transportation Services that a Hold and Secure response has been initiated at your school. The Transportation Department will provide direction.

School Bus Arrivals

1. If buses are arriving at the school:

- redirect to an alternate drop-off site
- use bus lists to record the names of students who have been relocated
- if necessary, notify parents/caregivers to collect students at the alternate site.



School Bus Departures

1. If students can be safely dismissed from the school:
 - have staff escort students to buses using the most secure exit
 - use bus lists to record the names of students who are placed on buses
 - have staff remain on site until all students have departed by bus or have been collected by parents.
2. If students cannot be safely dismissed from the school:
 - retain students pending instructions from Police and Emergency Services, Superintendent, Manager of Communications and Community Relations and Student Transportation Services.

School Buses in Transit

1. If a school bus approaches a designated drop-off site where:
 - a) Emergency Services are restricting access, **or**
 - b) Transportation Dispatch has advised of an emergency situation,

the driver will follow established Brant Haldimand Norfolk Catholic District School Board's Student Transportation protocols.

7.0 FOLLOW-UP

- 7.1 In consultation with the Brant Haldimand Norfolk Catholic District School Board's Manager of Communications & Community Relations:
 - a. Update the school answering system message.
 - b. Prepare a scripted response to be given to callers.
 - c. Amend auto-attendant message if needed.
 - d. Prepare a letter for the school community to communicate the details of the incident and response.
- 7.1.1 Schedule a meeting with staff to debrief the incident and response.

Definitions

Hold and Secure

Is initiated when imminent danger is present on the school site and the safety of students and staff is threatened.

References

Section 265 (l) (j) of the Education Act (Care of Pupils and Property)
Section 6 of Ontario Regulation 298 (Emergency Procedures)
Section 11 € of Ontario Regulation 298 (Duties of Principals)
Board Policy 400.04 – Emergency Response 10/12/04
Board Emergency Response Manual
School Emergency Response Manual
Ontario Ministry of Education: "Guidelines for developing and Maintaining Lockdown Procedures for Elementary and Secondary Schools in Ontario" – June 25, 2009